

30 September 1968

MEMORANDUM FOR: Director of Medical Services

SUBJECT : Procedures for Determining and Notifying  
Type A Contract Physicians, One Year Prior  
to the Expiration of their Contracts, of  
Plans for their Continued Employment

REFERENCE : Inspector General's Survey of the Office of  
Medical Services Recommendation No. 3A

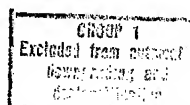
The following procedures for determining and notifying Type A contract physicians of plans for their future employment, one (1) year prior to the expiration of their contracts, is submitted for your consideration.

A. The Support Division will establish a file on all Type A contract physicians that will indicate month by month those contracts due to expire fifteen (15) months hence. At that time a determination will be made as to whether the physician will be in the field or here at headquarters one year (1) prior to the expiration of his contract. If it is determined that he will be in the field, the following action will be initiated:

1) A completed Field Reassignment Questionnaire will be requested.

2) The reassignment questionnaire will be forwarded to Panel A through the Career Board for consideration in their recommendations as to continued employment for the physician(s) concerned.

3) The Career Board's recommendations, with the approval of the Director of Medical Services, will then be dispatched to the field or, time permitting, held, pending a routine medical survey trip by a senior Office of Medical Services official who will discuss the Career Board's recommendations personally with the physician concerned.

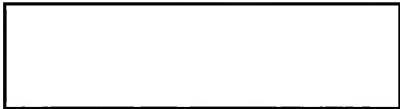


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B. If it is determined that the physician will be at headquarters one (1) year prior to the expiration of his contract, then the following action will be taken:

1) The physician's name will be forwarded to Panel A through the Career Board, with a request for recommendations as to future employment of the physician.

2) Upon approval of the Career Board's recommendation, by the Director of Medical Services, the Contract physician will be advised by the Chairman of the Career Board of the plans for his future employment.

  
Acting Chief, Support Division  
Office of Medical Services

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